

State of California
AGRICULTURAL LABOR RELATIONS BOARD
JOB OPPORTUNITY ANNOUNCEMENT

DATE: April 8, 2013

POSITION: Legal Secretary/Senior Legal Typist - Permanent Full Time (Bilingual Spanish)

LOCATION: Office of the General Counsel – Salinas Regional Office (Monterey County)

SALARY: Legal Secretary: Range A - \$3038 - \$3692

Senior Legal Typist: Range A - \$2589 - \$3148; Range B - \$2894 - \$3516

Office Technician (T) - \$2686 - \$3264 (Will be considered for recruitment)

WHO MAY APPLY: Applicants with current Legal Secretary/Senior Legal Typist/Office Technician list eligibility for Salinas or current State employees in a transferable class. Basis of eligibility must be indicated on application. Qualified applicants will be interviewed. Appointment is subject to State Restriction of Appointment (SROA) provisions.

DUTIES AND RESPONSIBILITIES: Provides secretarial support for staff. Types letters, memos, legal documents and reports in English and Spanish. Provides general clerical support, such as Xeroxing, filing, docketing, telephone receptionist duties, and other clerical duties as required.

Incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction. Interact with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met; compose correspondence; give information and provide assistance using good judgment and discretion; maintain case and administrative files and records; may act in a lead capacity over clerical staff.

DESIRABLE QUALIFICATIONS: Fast and accurate typing skills; ability to work under pressure; ability to work in an independent manner; experience with Microsoft Word and Excel; exceptional organizational, communication, customer service and people skills; dependability and excellent attendance are required.

SPECIAL REQUIREMENT: Appointment subject to passing State examination for Spanish fluency.

FINAL FILING DATE: Until filled.

SEND APPLICATION AND RESUME TO:

Agricultural Labor Relations Board
915 Capitol Mall, Room 345
Sacramento, CA 95814
Attn: Dorothy Kojima, Personnel Office
(916) 651-7602

NOTE: No moving or relocation expenses will be paid by the department.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.